

**ENVIRONMENTAL SERVICES UTILITY
BOARD MEETING AGENDA**

Monday, November 21st, 2022
5:30PM

- I. Public Comments
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Bills
- V. Reports
 - A Monthly Activity
 - B Financials *(to be distributed)*
- VI. Old Business
- VII. Unfinished Business
- VIII. New Business
 - A Amendment to ESU Handbook – Reclassifications
 - B Lab Truck – Recommendation to City Council (Exhibit A & B)
 - C Microsoft License Agreement – Dell Technologies
- IX. Executive Session (if necessary)
- X. Adjournment



**ENVIRONMENTAL SERVICES UTILITY
BOARD MEETING
OCTOBER 17TH, 2022
SUMMARY OF MINUTES**

The meeting for Kankakee Environmental Services Utility was held on Monday, October 17th, 2022 at 6:00 P.M. in the Public Safety Building

ESU Members Present

Mayor Chris Curtis
Clerk Stacy Gall
Ald Carmen Lewis
Ald Mike Prude
Ald Mike O'Brien
Ald Larry Osenga
Ald Danita Swanson
Ald Kelly Johnson
Ald Reginald Jones

Staff Present

Clara Hall, Tech Ops Mgr
Zach Newton, GIS/Ops Mgr
James Lopez, DPW Ops Mgr
Frank Hasik, Ops Mgr
Ryan McGinnis, Ops Mgr
Elizabeth Kubal, Comptroller

CALL TO ORDER

MAYOR CURTIS:

Good evening everyone. We will to call the Environmental Services Utility Board Meeting to order for Monday, October 17th, 2022. We will start with public comments. Any public comment today? Seeing none, we'll move on to Roll Call

ROLL CALL

ZACH NEWTON:

Ald Lewis - Present	Ald Swanson - Present
Ald Prude - Present	Ald Johnson - Present
Ald O'Brien - Present	Ald Jones - Present

Ald Osenga – Present
Mayor Curtis - Present
PRESENT: 9

Clerk Gall – Present
ABSENT: 0

APPROVAL OF MINUTES

MAYOR CURTIS:

We do have a quorum? You have a in front of you the minutes from the September 19th meeting. One comment, if you look at the top heading summary it reads August 15th, 2022. That should read September 19th, 2022. It is correct in the first paragraph and it has been corrected. So, we look for approval with the amendment with date change in title.

ALD OSENGA:

Motion to approve.

ALD LEWIS:

Second.

MAYOR CURTIS:

Motioned by Alderman Osenga and Seconded by Alderwoman Lewis. Any questions, comments, changes, additions to the minutes? Hearing none, Roll Call.

ZACH NEWTON:

Ald Lewis - Aye
Ald Prude – Aye
Ald O’Brien - Aye
Ald Osenga – Aye
AYES: 8

Ald Swanson – Aye
Ald Johnson - Aye
Ald Jones - Aye
Clerk Gall – Aye
NAYS: 0

APPROVAL OF BILLS

MAYOR CURTIS:

Minutes are approved. Next you should have the bills in front of you for October 17th, 2022. Those totals in the amount of \$678,713.54 is there a motion for approval of the bills.

ALD SWANSON:

Motion to approve.

ALD OSENGA:

Second.

MAYOR CURTIS:

Motioned by Alderwoman Swanson and Seconded by Alderman Osenga. Any questions on the bills? Alderman Osenga?

ALD OSENGA:

I see it now, its solved. Thank you. Sorry about that.

MAYOR CURTIS:

Any other questions? Seeing none, Roll Call.

ZACH NEWTON:

Ald Lewis - Aye
Ald Prude – Aye
Ald O’Brien - Aye
Ald Osenga – Aye
AYES: 8

Ald Swanson – Aye
Ald Johnson - Aye
Ald Jones - Aye
Clerk Gall – Aye
NAYS: 0

MONTHLY ACTIVITY REPORTS

- MAYOR CURTIS:** Bills are approved. Okay, we will move again to the reports and we'll begin with monthly activities and we'll start with ESU Street & Alley report.
- JAMES LOPEZ:** Everything is pretty much in the report. The Dura Patcher is going to be put up for the year it is going to be too cold. It's too cold for the emulsion. Come Spring we will be ready to go. We will make a detailed list of things to do. I am really excited about the alleyways with it. If some of you guys come across something let us know. Again, leaf season is starting and by next meeting the entire DPW staff will be on leaves. We will be prioritizing things between the Aldermen and ourselves. Any questions?
- MAYOR CURTIS:** Mr. Lopez, if they have alleys that they think that you to take a look at in the Spring should they just call you? Will you put that on the list for the Dura Patch machine?
- JAMES LOPEZ:** Yes. We can also use hot patching in the alley we only go to Gallagers and get it. *(inaudible)* They sprayer I think will work better.
- MAYOR CURTIS:** So, they can just give you a list.
- JAMES LOPEZ:** Yes, and we can see which way we want to go with it.
- ALD JONES:** What about the big divots? What are we going to do about that in the winter? The ones that bellied out with the big holes.
- JAMES LOPEZ:** That we will have to put cold patch in it or some...depending on what its like, like the one the gentlemen called me about yesterday, that's not even ours. That was a dig from a company that I am working with. But we usually put cold patch in them.
- ALD JONES:** Okay, also, on Merchant in that alleyway, right at New Vision Church its like a ditch right there in the alley. You said you patched it a few times.
- JAMES LOPEZ:** Text me the address and we will see what we can do.
- ALD JONES:** Can you put some rocks or something in there?
- JAMES LOPEZ:** I'm trying to picture the alley.
- ALD JOHNSON:** Right behind Poor Boy.
- JAMES LOPEZ:** We actually filled them with hot patch.

ALD JONES: We talked about it.

JAMES LOPEZ: I personally did not patch it (*inaudible*).

ALD JONES: Are we going through the winter? That's the question. Are we done? Is it going to just be there for winter? I'm just asking.

JAMES LOPEZ: Maybe if I can get hot patch in the next week or so it all depends on when Gallagers run.

ALD JONES: It's a bad one.

JAMES LOPEZ: Yes, I have done that once.

MAYOR CURTIS: Moving to Technical Services report. Ms. Hall.

CLARA HALL: Thank you Mayor. We were able to get the Com Ed lines wrapped at the Depot for the roofing project. There are a couple of poles in the 7th Ward that I am working with Com Ed to get back up. They are down due to this last storm we had. We have been planning and working on our details for setting up for Christmas. We have one last part to finalize on our end and we will be putting our plan into action. We will meet with DPW to set up a schedule to get the ball rolling. Other than that the electricians are still working on the police department camera project.

MAYOR CURTIS: Does anyone have any questions for Ms. Hall? They have been doing a lot of electrical and poles throughout the area. Next will be the sewer Services report, Mr. Newton?

ZACH NEWTON: On the sewer portion there are a few things I want to bring your attention to. We spent a lot of time last month out in Eastgate Industrial Park. We had a few problems and we gave the lines the attention they needed. We cleaned out the drainage part in Beckman Park. In just a few years 22 inches of sediment interrupted the flow so hopefully we reduced it. FERC Relicensing and I have been in touch with Stan Tech regarding this and the process is going well.

ALD OSENGA: Zach, the lift station has a horrible smell.

ZACH NEWTON: Yes, we working to get this under control.

MAYOR CURTIS: We believe it is coming from one particular industry. We are trying to that lift station and a few other things taken care of with them. There is a meeting tomorrow regarding this on moving forward. What's the current status of the flow meters? with a correction.

ZACH NEWTON:

We have 3 flow meters and they have all been installed now. One is by River Street/Schuyler, Pierson Pkwy and one by Hillcrest are to get baseline flows in hopes to cut down the infiltration.

MAYOR CURTIS:

This will help us understand the flow and provide data on infiltration. Any questions? Okay. Next is the Industrial Lab Services report.

RYAN MCGINNIS:

As far as the Lab, things are running in a routine manner. The ICP machine is ready to be installed the 1st week of November. We should be fully up and running by the end of the month. Update on the truck, the manufacturer has pushed it back so far. They have not been able to give me an exact date. We are just waiting.

MAYOR CURTIS:

Are we 100% committed to that truck?

RYAN MCGINNIS:

I'm not exactly sure but I can find out if you want me too.

MAYOR CURTIS:

I'm just wondering. We did start with a van then we went to a truck. I'm just wondering if we go to another alternative.

RYAN MCGINNIS:

I just wonder if another manufacturer would be different. I understand that Hove could be an option.

FINANCIAL REPORT

MAYOR CURTIS:

If you can look into the commitment there then we can look into that. I think it's been almost a year now. Any questions for Ryan? Okay, thank you. Thank you we will now move to Item 5B and that is the Financial Report. Comptroller Kubal can you give that report?

ELIZABETH KUBAL:

Thank you. You have in front of you the financials as of September 30th of 2022. We are now at the five month point which would be about 41.67% as our guideline as you go down through the first page administration looking very strong. Only spending 30.8% so far this year. Very good number. So, Sewer Services could also looking strong at 39%. Keeping an eye there on the overtime. I don't remember since I look at the payroll reports every two weeks. I don't remember anything there being concerning. I'm wondering if that is just slightly under budgeted. So, we will keep an eye on that. But sometimes that tends to kind of smooth out too as time goes on. Wastewater is right where it should be 41.7%. Turning to page two Technical Services Group is slightly over. Nothing was concerning whatsoever. Couple of line items there are a little bit over

most of those have been due to some purchases that we have certainly been aware of, and not concerning. Laboratory services at 39.2% trending strong and debt service is sportswear an add a little bit higher. That has to do with a transfer had to do. Page three and Public Works group 38.7% very strong getting ready to go into the winter months. We always like it when public works is a little bit behind budget because we know that they do some quick catch up and I'm hoping that this is not going to be the winter where we learn how that goes. But if it is we'll have capacity and hopefully to be able to work right. Our revenues are at 41.1%. So just about where they should be this time of year. We are having some collection struggles with a few minor clients. We continue to work on those issues and reach out to those entities. A lot of them had come up with new processing payment systems as we all know, in this post COVID world a lot of things are done now automatically or we somebody's not around here. So, we're dealing with people from across the country and such trying to get a couple of our clients to pay. All of the major clients are (*inaudible*) and as you can get the bottom you see some of our constraints there as you can see the amounts of the accounts balances so I'm looking for the balances in the accounts. And you can see the general account is very high right now that is due to the fact that I have several transfers that still need to be made for public safety tax and some other items that need to go back into other funds, simply just industries I just transfers I have just not made so you're going to see that balance. I will get that done this month, you will see a balance come down substantially. It's not a crisis that we owe money to other funds across the city and we just need to get the money moved. Any questions?

NEW BUSINESS

MAYOR CURTIS:

Any questions? Thank you. Alright, we're move on to Item 6. That is Old Business, we have none. Item 7 is Unfinished Business we have none. So, we'll move into Item 8A and that is new business.

ITEM 8A:

Manhole Rehabilitation Recommendation of low bid.

MAYOR CURTIS:

You should have a packet in there. The bid opening was on September 29th. We did receive four bids for the manhole repair. You can see the range from \$648,401 to as high as \$1,000,792 to \$250,000. So quite a stand there. Robinson

did review everything as part of their contract with this I&I inspection and the low bid from visual sore of Illinois, who also happens to be doing the demo testing force. For the sewer lines right now it was a little bit of \$640,411. What we're looking for is the recommendation to send this to City Council for approval. We did budget \$600,000 of ARPA money for the manhole repairs. This came in at about \$48,411 above that amount. But that is does do all the work that was identified that needed to be done so if I remember correctly, I believe the engineers estimate might be a little bit higher now than and a little bit north of \$700,000 to get all this work done. So, we feel pretty good with the \$648 thought we might have to cut back on some repairs and pick kind of the worst the worst so the thought the recommendation was here is we think it would make some sense to do the entire work for \$640,000 hours instead of cutting out \$40,000 or \$50,000 of work. How would we pay for that extra \$48,000 We need to take a look at that our capital ESU is very tight. I don't think we could come out of there. The thought process would be as we had taken a look at roughly \$2.2 million coming out of ARPA for sanitary sewer and for manhole repair, my recommendation would be to use you know \$50,000 ARPA money but in except this whole bit of \$640,000 and get a build on some of the work could start this fall, but it would not be completed until next spring with the winter months coming into play. So, is there a recommendation before the City Council for approval tonight the amount of \$648,411?

ALD SWANSON:

I will make that recommendation

ALD JOHNSON:

I second.

MAYOR CURTIS:

Motioned by Alderwoman Swanson and Seconded by Alderwoman Johnson. Are there any other questions? Roll call.

ZACH NEWTON:

Ald Lewis - Aye
Ald Prude - Aye
Ald O'Brien - Aye
Ald Osenga - Aye
AYES: 8

Ald Swanson - Aye
Ald Johnson - Aye
Ald Jones - Aye
Clerk Gall - Aye
NAYS: 0

MAYOR CURTIS:

Motion approved. This will go to city council it's in your packets for approval tonight. The next two items are discussion only. Moving on to Item 8B. Zach and Neil have been working together on this. Zach would you like to give us an update?

ITEM 8B: Hydro Update Dam Inspection – Discussion Only

ZACH NEWTON: I spoke with Sargent & Lundy today and JF Brennan regarding the underwater dam inspection. They have experience in this type of work so they know what to look for. They are aware of the specifics I want them to look for (inaudible).

MAYOR CURTIS: We continue to move forward on that there's a lot of work to be done, but it is moving at a pretty good pace. So, any questions? Thank you. Mr. Lopez, can you explain which doors. This will come out of ESU Capital.

ITEM 8C: DPW Doors – Discussion Only

JAMES LOPEZ: Yes, it's the overhead door area. We just want to widen it out and reside the front but there is work we have to do before we can get started. We have to look at our time frame and see if this is something we want to continue with this year.

ADJOURNMENT

MAYOR CURTIS: So, it's in this year's capital budget and they are looking into widening it so they can get some of their equipment in and out a lot easier. We also have the front door to the main building that also needs to be wider. It's a much larger cost and we will look at it for next years budget.

ALD OSENGA: Mayor, do we know what the cost will be?

MAYOR CURTIS: We are trying to keep it under \$25,000.00 but we are working on that a we speak. Any questions? Okay, we do not have a need for an executive session tonight. Motion to adjourn?

ALD LEWIS: So move.

ALD JOHNSON: Second.

MAYOR CURTIS: Motioned by Alderwoman Lewis and Seconded by Alderwoman Johnson. All in favor?

ESU BOARD: Aye.

MAYOR CURTIS: Okay, we are adjourned.

ENVIRONMENTAL SERVICES UTILITY

ACCOUNTS PAYABLE

November 21, 2022

<u>CHECK#</u>	<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>
32718	11/21/2022	A PLUS HOME IMPROVEMENT	GARAGE DOOR REPAIR	9.68	51.50.502
32718	11/21/2022	A PLUS HOME IMPROVEMENT	DOWNSPOUT,ELBOWS,CLIPS	32.95	51.50.502
			CHECK TOTAL	42.63	
32719	11/21/2022	A TOUCH OF GLASS CLEANING	DEPOT/CLEANING-OCTOBER	1,810.00	51.20.527
32720	11/21/2022	A-1 RAICHE LOCKSMITH	DEPOT/KEYS	9.50	51.20.577
32720	11/21/2022	A-1 RAICHE LOCKSMITH	DOOR HANDLE, LOCK	125.00	51.20.577
			CHECK TOTAL	134.50	
32721	11/21/2022	ALEXANDER EQUIPMENT	FORKLIFT TRAINING-MAY	1,325.00	51.10.548
32722	11/21/2022	ALL POWER EQUIPMENT	CHAINS	255.92	51.20.577
32723	11/21/2022	AQUA ILLINOIS, INC	13035600969532 10/3-11/1	56.08	51.20.555
32723	11/21/2022	AQUA ILLINOIS, INC	13729811028326 10/3-11/1	83.99	51.20.555
32723	11/21/2022	AQUA ILLINOIS, INC	13036580969625 10/5-11/3	192.77	51.20.555
32723	11/21/2022	AQUA ILLINOIS, INC	13729811028326 BAL DUE	85.33	51.20.555
			CHECK TOTAL	418.17	
32724	11/21/2022	ARAMARK	LAB COATS 11/2/22	36.70	51.20.518
32725	11/21/2022	BEAUPRE INC.	#40/WRECKER SVC 9/27/22	275.00	51.50.572
32725	11/21/2022	BEAUPRE INC.	ST SWEEPER TOW 10/21	247.50	51.50.572
32725	11/21/2022	BEAUPRE INC.	#15/SAFETY CHECK	36.00	51.50.572
			CHECK TOTAL	558.50	
32726	11/21/2022	BELSON STEEL CENTER	S29/CHANNELS	80.30	51.50.572
32727	11/21/2022	CED CONSOLIDATED ELECTRIC	WIRE	762.72	51.33.526
32728	11/21/2022	CELLAR GRAPHICS INC	1/2 ZIP COVERUP	80.00	51.50.502
32728	11/21/2022	CELLAR GRAPHICS INC	HATS	180.00	51.50.502
32728	11/21/2022	CELLAR GRAPHICS INC	HOODIES	114.00	51.50.502
32728	11/21/2022	CELLAR GRAPHICS INC	HATS	192.00	51.50.502
32728	11/21/2022	CELLAR GRAPHICS INC	JACKET	95.00	51.50.502
32728	11/21/2022	CELLAR GRAPHICS INC	VESTS	450.00	51.50.502
32728	11/21/2022	CELLAR GRAPHICS INC	SAFETY SHIRTS	1,022.00	51.50.502
32728	11/21/2022	CELLAR GRAPHICS INC	SHIRTS,SWEATSHIRTS	260.00	51.20.503
32728	11/21/2022	CELLAR GRAPHICS INC	ESU DOOR DECALS	225.00	51.20.577
			CHECK TOTAL	2,618.00	
32729	11/21/2022	CHRISTIANSEN AUTO PARTS	STARTER BUTTON	27.98	51.50.572
32729	11/21/2022	CHRISTIANSEN AUTO PARTS	DIESEL EXHAUST FLUID	189.90	51.50.572
32729	11/21/2022	CHRISTIANSEN AUTO PARTS	OIL,GLOVES,LUBRIGUARD	304.63	51.50.572
32729	11/21/2022	CHRISTIANSEN AUTO PARTS	S7/BLOWER MOTOR RESISTOR	39.05	51.50.572

32729	11/21/2022	CHRISTIANSEN AUTO PARTS	STARTER BUTTON,GLOVES	57.96	51.50.572
32729	11/21/2022	CHRISTIANSEN AUTO PARTS	S12/PULLEYS	44.58	51.50.572
			CHECK TOTAL	664.10	
32730	11/21/2022	COMED	0416085008 9/27-10/26	89.58	51.20.551
32730	11/21/2022	COMED	0298092065 9/27-10/26	116.14	51.20.551
32730	11/21/2022	COMED	0134067011 9/27-10/26	72.89	51.20.551
32730	11/21/2022	COMED	1360457004 10/3-11/1	416.19	51.20.551
			CHECK TOTAL	694.80	
32731	11/21/2022	CORE CONSTRUCTION	ASPHALT REPAIRS	930.00	51.20.577
32731	11/21/2022	CORE CONSTRUCTION	CONCRETE DELIVERY	330.00	51.20.577
			CHECK TOTAL	1,260.00	
32732	11/21/2022	DEPKE GASES & WELDING	CYLINDER RENTAL	90.00	51.50.572
32732	11/21/2022	DEPKE GASES & WELDING	CYLINDER RENTAL	18.00	51.20.502
			CHECK TOTAL	108.00	
32733	11/21/2022	DPW-PETTY CASH	REIMBURSEMENT 4/20-10/7	97.32	51.50.502
32734	11/21/2022	DYNEGY ENERGY SERVICE	0049122036 9/27-10/25	1,796.65	51.20.551
32735	11/21/2022	EJ EQUIPMENT	CABLE TOW	82.19	51.20.503
32736	11/21/2022	EUROFINS ENVIRONMENT	TESTING 9/27/22	1,030.00	51.40.522
32736	11/21/2022	EUROFINS ENVIRONMENT	TESTING 10/5/22	637.50	51.40.522
32736	11/21/2022	EUROFINS ENVIRONMENT	TESTING 10/11/22	502.50	51.40.522
32736	11/21/2022	EUROFINS ENVIRONMENT	TESTING 10/18/22	1,020.00	51.40.522
			CHECK TOTAL	3,190.00	
32737	11/21/2022	FASTENAL COMPANY	SCREWS	29.85	51.50.502
32737	11/21/2022	FASTENAL COMPANY	SCREWS	27.00	51.50.502
32737	11/21/2022	FASTENAL COMPANY	STEEL BARS	70.08	51.33.503
32737	11/21/2022	FASTENAL COMPANY	VESTS,HATS,SWEATSHIRTS	120.11	51.33.502
32737	11/21/2022	FASTENAL COMPANY	SOCKET SCREW SET	20.62	51.50.502
32737	11/21/2022	FASTENAL COMPANY	VESTS, GLASSES	455.72	51.20.577
32737	11/21/2022	FASTENAL COMPANY	HOLE SAW BLADE	18.02	51.20.577
32737	11/21/2022	FASTENAL COMPANY	VESTS	109.55	51.20.577
32737	11/21/2022	FASTENAL COMPANY	WASHERS	13.01	51.20.503
32737	11/21/2022	FASTENAL COMPANY	VESTS	223.34	51.20.577
32737	11/21/2022	FASTENAL COMPANY	BOLTS	47.85	51.20.572
32737	11/21/2022	FASTENAL COMPANY	DRILL BIT	10.16	51.20.503
			CHECK TOTAL	1,145.31	
32738	11/21/2022	FISHER SCIENTIFIC	BOD CAPS	466.59	51.40.502
32739	11/21/2022	FRITZ CEPHUS	UNIFORM REIMBURSEMENT	300.00	51.50.502
32740	11/21/2022	GALLAGHER MATERIALS	COLD PATCH 10/24/22	1,922.52	51.50.588

32741	11/21/2022	GASVODA & ASSOCIATES	ELEVATOR/SHAFT, IDLER	1,962.34	51.20.577
32741	11/21/2022	GASVODA & ASSOCIATES	SONIC START, HEATER	671.39	51.20.502
			CHECK TOTAL	2,633.73	
32742	11/21/2022	GORDON ELECTRIC SUPPLY	CIRCUIT BREAKER	344.36	51.33.581
32742	11/21/2022	GORDON ELECTRIC SUPPLY	LITHONIA LED	132.09	51.33.581
32742	11/21/2022	GORDON ELECTRIC SUPPLY	CONDUIT,COUPLING	117.52	51.33.502
32742	11/21/2022	GORDON ELECTRIC SUPPLY	LITHONIA LED	538.36	51.33.502
32742	11/21/2022	GORDON ELECTRIC SUPPLY	WIRE,CONDUIT,GASKET	97.29	51.33.502
32742	11/21/2022	GORDON ELECTRIC SUPPLY	LIGHTS	3.63	51.33.502
32742	11/21/2022	GORDON ELECTRIC SUPPLY	TERMINAL,MARKER,GASKET	57.26	51.20.577
32742	11/21/2022	GORDON ELECTRIC SUPPLY	HOLE SAW BLADE	22.63	51.33.526
32742	11/21/2022	GORDON ELECTRIC SUPPLY	COUPLING	3.90	51.33.526
32742	11/21/2022	GORDON ELECTRIC SUPPLY	COUPLING,HEAD PLUG	41.46	51.33.502
32742	11/21/2022	GORDON ELECTRIC SUPPLY	CABLE TIES	302.73	51.20.577
			CHECK TOTAL	1,661.23	
32743	11/21/2022	HACH COMPANY	VOLATILE ACID KITS	595.81	51.40.502
32743	11/21/2022	HACH COMPANY	TKN KITS	412.16	51.40.502
			CHECK TOTAL	1,007.97	
32744	11/21/2022	HAMENDE SEWER INC	STN5/ROD SINK	180.00	51.20.577
32745	11/21/2022	HANSEN'S WINDOW COVERINGS	PSB/BLINDS	797.00	51.20.577
32746	11/21/2022	HOLOHAN HEATING & SHEETMETAL	DPW/REPAIR GAS LEAK	306.60	51.50.522
32746	11/21/2022	HOLOHAN HEATING & SHEETMETAL	ADM/HEATING ISSUES	828.00	51.20.577
			CHECK TOTAL	1,134.60	
32747	11/21/2022	HOSE HEADQUARTERS	HOSES	51.51	51.50.572
32747	11/21/2022	HOSE HEADQUARTERS	HOSES	178.70	51.50.572
			CHECK TOTAL	230.21	
32748	11/21/2022	HOVE BUICK GMC	S12/HANDLE	155.53	51.50.572
32749	11/21/2022	INTERSTATE BILLING SERVICE	S31/HORN,FITTING,CONNCTR	155.90	51.50.572
32750	11/21/2022	INTERSTATE POWER SYSTEMS	#28/TRANSMISSION REPAIR	8,319.08	51.50.572
32751	11/21/2022	JOE'S AUTOMOTIVE INC	BATTERY,OIL,FILTER,	338.18	51.20.572
32752	11/21/2022	KANKAKEE ACE HARDWARE	PAST OVERPAY CREDIT	30.68CR	51.50.502
32752	11/21/2022	KANKAKEE ACE HARDWARE	SPRAYPAINT	11.50	51.50.502
32752	11/21/2022	KANKAKEE ACE HARDWARE	RAKES	124.70	51.50.502
32752	11/21/2022	KANKAKEE ACE HARDWARE	FASTENERS,DUCT TAPE	18.19	51.20.577
32752	11/21/2022	KANKAKEE ACE HARDWARE	FASTENERS	0.56	51.20.503
32752	11/21/2022	KANKAKEE ACE HARDWARE	FASTENERS	1.27	51.20.572
32752	11/21/2022	KANKAKEE ACE HARDWARE	LIGHTS,STEEL MESH	118.94	51.20.577
32752	11/21/2022	KANKAKEE ACE HARDWARE	GLUE	7.29	51.20.577
			CHECK TOTAL	251.77	

32753	11/21/2022	KANKAKEE DEVELOPMENT CORP	DEPOT/MOWING-OCTOBER	705.00	51.10.577
32754	11/21/2022	KANKAKEE RIVER METROPOLITAN	OPERATIONS,MAINT-NOVEMBR	275,942.00	51.30.553
32754	11/21/2022	KANKAKEE RIVER METROPOLITAN	OWNERSHIP-NOVEMBER	192,091.00	51.30.553
32754	11/21/2022	KANKAKEE RIVER METROPOLITAN	BOND DEBT SERVICE-NOV	69,395.00	51.30.553
			CHECK TOTAL	537,428.00	
32755	11/21/2022	KANKAKEE SPRING & ALIGNMENT	S30/SPRING-BEAM ASSEMBLY	6,525.02	51.50.572
32756	11/21/2022	KANKAKEE TRUCK EQUIPMENT	DEFLECTOR, EDGE	362.00	51.50.572
32756	11/21/2022	KANKAKEE TRUCK EQUIPMENT	BEARING,ASSEMBLY	3,218.64	51.50.572
			CHECK TOTAL	3,580.64	
32757	11/21/2022	LAWSON PRODUCTS, INC	BIT SET,BOLT LOOSENER,	670.40	51.50.572
32758	11/21/2022	MENARD'S PIED PIPER	ADM/PEST CONTROL 10/13	385.00	51.20.577
32759	11/21/2022	MENARDS #30930262	WASHERS,SCREWS,WINGNUT	20.04	51.50.502
32759	11/21/2022	MENARDS #30930262	WING NUT RETURN	13.87CR	51.50.502
32759	11/21/2022	MENARDS #30930262	CONCRETE MIX,COLOR	21.37	51.50.502
			CHECK TOTAL	27.54	
32760	11/21/2022	MENARDS #30930322	STRING LIGHTS,SANDPAPER	206.90	51.20.577
32760	11/21/2022	MENARDS #30930322	STRING LIGHTS	99.96	51.20.577
32760	11/21/2022	MENARDS #30930322	GARLAND	33.98	51.20.577
			CHECK TOTAL	340.84	
32761	11/21/2022	MICKEYS LINEN & TOWEL SUPPLY	3907/ESUE RUG SVC 11/8	55.11	51.20.518
32761	11/21/2022	MICKEYS LINEN & TOWEL SUPPLY	3908/ESUW RUG SVC 11/8	50.00	51.20.518
32761	11/21/2022	MICKEYS LINEN & TOWEL SUPPLY	5321/PSB RUG SVC 11/8	67.55	51.20.518
32761	11/21/2022	MICKEYS LINEN & TOWEL SUPPLY	5210/ADM RUG SVC 11/8	50.00	51.20.518
			CHECK TOTAL	222.66	
32762	11/21/2022	MIKE'S SERVICE	SAW/CHOKE SHFT,PRIMR BLB	82.85	51.50.502
32762	11/21/2022	MIKE'S SERVICE	TRIM SAW	409.99	51.50.502
			CHECK TOTAL	492.84	
32763	11/21/2022	NCL OF WISCONSIN	BOD STANDARD	198.90	51.40.502
32764	11/21/2022	NICOR GAS	06044948922 10/4-11/3	59.03	51.20.552
32764	11/21/2022	NICOR GAS	32167449522 10/4-11/3	60.92	51.20.552
32764	11/21/2022	NICOR GAS	21506713011 10/4-11/2	53.79	51.20.552
32764	11/21/2022	NICOR GAS	80197020003 10/4-11/3	178.54	51.20.552
			CHECK TOTAL	352.28	
32765	11/21/2022	PACE ANALYTICAL SERVICE	MONTHLY TESTING 10/19/22	260.64	51.40.522
32766	11/21/2022	PEERLESS NETWORK	97740017800 11/15/22	120.14	51.20.554
32767	11/21/2022	PERRY IRVIN	UNIFORM REIMBURSEMENT	300.00	51.50.502

32768	11/21/2022	PIGGUSH ENGINEERING	N SCHUYLER LGHT-ADA PROJ	1,500.00	51.10.522
32768	11/21/2022	PIGGUSH ENGINEERING	OCTOBER MISC SERVICES	500.00	51.10.522
			CHECK TOTAL	2,000.00	
32769	11/21/2022	PROTECTION ASSOCIATES	WILLOW/DETECTOR REPAIR	250.07	51.20.577
32769	11/21/2022	PROTECTION ASSOCIATES	STONE/FIRE ALRM MONITOR	180.00	51.20.522
			CHECK TOTAL	430.07	
32770	11/21/2022	QUILL CORPORATION	1059145/USB,BACKUP	599.92	51.33.502
32771	11/21/2022	REED'S RENT ALL & SALES	HYDRO BREAKER	137.74	51.20.577
32772	11/21/2022	RIVERSIDE WORKFORCE HEALTH	DOT SCREEN 10/24	121.00	51.50.522
32773	11/21/2022	RON O'CONNOR	CONCRETE 10/7, 10/11	225.00	51.50.522
32774	11/21/2022	RYAN NORWELL LAW	OCTOBER SERVICES	7,500.00	51.10.522
32775	11/21/2022	SHARP CUTS LAWN CARE	LIFT STN MOWING-OCTOBER	540.00	51.20.577
32775	11/21/2022	SHARP CUTS LAWN CARE	ADM,PSB MOW/MAINT-OCTOBR	955.00	51.20.577
			CHECK TOTAL	1,495.00	
32776	11/21/2022	SUBURBAN LABORATORIES	SLUDGE TESTING 10/19	390.50	51.40.522
32777	11/21/2022	THOLENS LANDSCAPE	TREES	900.00	51.50.502
32778	11/21/2022	TOUSIGNANT INC.	GARAGE DOOR TRANSMITTER	48.00	51.50.502
32779	11/21/2022	UNIFIRST CORPORATION	UNIFORMS-10/31	106.10	51.50.522
32780	11/21/2022	UNIVERSAL BACKGROUND	NH SCREENS-OCTOBER	166.07	51.50.522
32781	11/21/2022	USABBLUEBOOK	MATS	218.58	51.40.502
32782	11/21/2022	VANSCO SUPPLY, INC.	GLOVES	175.50	51.20.527
32782	11/21/2022	VANSCO SUPPLY, INC.	GLOVES	58.00	51.20.527
32782	11/21/2022	VANSCO SUPPLY, INC.	GLOVES	365.25	51.20.527
			CHECK TOTAL	598.75	
32783	11/21/2022	VERIZON WIRELESS	98045906400001 10/5-11/4	704.56	51.20.554
32783	11/21/2022	VERIZON WIRELESS	84206000000001 10/7-11/6	477.94	51.20.554
			CHECK TOTAL	1,182.50	
32784	11/21/2022	VIERS COFFEE	COFFEE, SUPPLIES	202.99	51.50.522
32785	11/21/2022	WAREHOUSE DIRECT OFFICE	STAPLER	13.26	51.50.502

TOTAL 11/21/22

\$ 604,580.50

FOR ESU COMMITTEE

TOTAL 11/7/22	399,763.27
TOTAL 11/21/22	604,580.50
TOTAL FOR NOVEMBER	\$ 1,004,343.77

ESU Street & Alley Report November 21st , 2022

- 1) Alleys : There is continuous demand for brush pick up . Soon all personnel will be dedicated to leaf pick up. 64 work orders for rubbish addressed.
- 2) Patching : Patch crew is out daily filling pot holes.
- 3) Mowing : Has slowed down , we did a late push to mow 95 city owned lots. 20 or so code work orders addressed since last meeting. We will continue to remove brush/through the winter to facilitate mowing in the spring.
- 4) Tree Work : 12 more trees have been planted since last meeting . Crews were out daily doing trims.
- 5) Sweeping :Sweeper crew out daily . This important to maintain the effectiveness of the storm drainage system ,due to leaves falling.
- 6) Equipment : Trucks have been gone through and starting to be put together for snow removal
- 7) Misc. Flags have been put up and taken down for holiday. Wreaths have been put up. Assistance with the farmers market take down for season has been completed. We have received the paperwork for our salt contract.
- 8) Leaves : Leaves have been a major part of our day to day operations for the last 3 weeks. Most of our staff are on leaf pickup.



ESU TECHNICAL SERVICES REPORT OCTOBER 2022

Aqua Liaison Report

7 Billing Correction
4 Calls to DPW
2 Calls to Republic
2 Services Moving
Investigated 6 customer complaints
Worked with Code Enforcement regarding 1 property
Assisted Aqua regarding 4 property

Com Ed Liaison

Reported Com Ed Poles

Administrative and Management

- Preparing Traffic/Energy/Historic Light Invoices
- Dispatched Calls to Sewer and Tech Services
- Assist with Monthly Reports
- Monitored Technical Services Budget
- ESU Tech accts receivable and prepared payables
- Prepared ESU minutes and board packet
- Assisted walk-in customers, residents and elected officials
- Met with Traffic vendors regarding parts and products
- Met with Crew daily and prioritized upcoming projects
- Processed inventory and ordered supplies for upcoming repairs and projects
- Coordinating Christmas decorations for Downtown and Public Safety Building
- Coordination with Trim Lights Chicago for Depot Building
- Met with Vue Works to go over final worksheets
- Weekly meeting with Sewer/GIS Operations Manager

Traffic and Electrical

- Traffic signal yearly preventive maintenance
- Replaced a green LED at Fairmont & Court
- Replaced a green LED at Harrison and Court
- Finished installing underground conduit at Public Safety for landscape lighting
- Installed/mounted two TV's for the police department, to view cameras
- Installed two 20-amp outlets for water heaters at the public safety bathroom
- Installed a 2-inch compress coupling due to a hit traffic signal conduit
- Installed heater at Prairie walk lift station
- Lift station updated East Gracefield with a new Micrologix 1400 plc with build in Ethernet and also the HMI screen.
- Pumps not running at prairie walk lift station due to partial power from Com-ED
- Installed new LED 4-foot fixture at Fairmount fire station
- Installed underground conduit for hillcrest lift station for new pumps upgrade
- Court & I57 South bound ramp Intersection in flash due to short yellow on phase 4. Installed new load switch.
- River Road & 45-52 intersection in flash due to dual indication on phase 6. Bad spare wire was back feeding. Unwired and cap off.
- Court & fourth going south bound 3 section head red led out. Installed new red led light
- Court & Schuyler add more time for left turn going south bound due to traffic build on Indiana & river
- Installed Christmas lights
- Installed police cameras

Environmental Services Utility Sewer Services Monthly Report – OCT 2022

Sewer Calls: 2

Grease Traps Inspected: 22

JULIE Locates: 301

Sanitary and Storm Lines Cleaned: 23,199ft (4.39 miles)

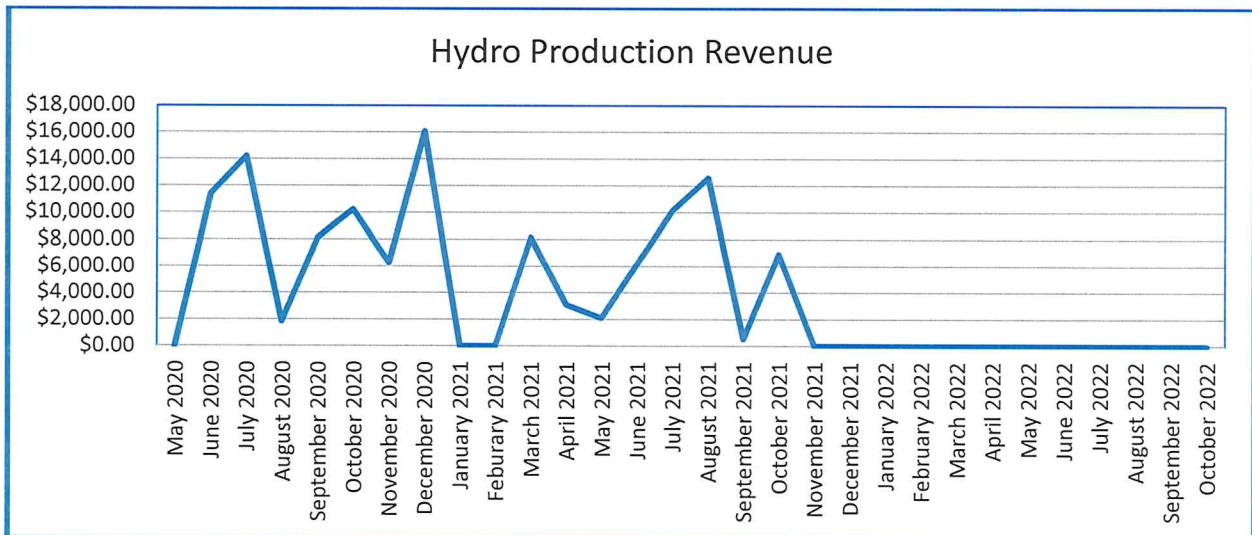
Sanitary and Storm Lines Televised: 900 ft (0.17 miles)

Hydro Production Report

“Hydro” – 0 Production Hours – (Runs when weather and river conditions permit)

0 kWh Produced (0 Mega Watts) – NOT RUNNING

Working on Rehabilitation Plan



Lift Station Updates

Transfer Switch at 500 fixed

H2S levels at Stone St continue to be an issue. Levels higher than 10 continue to be logged nearly everyday.

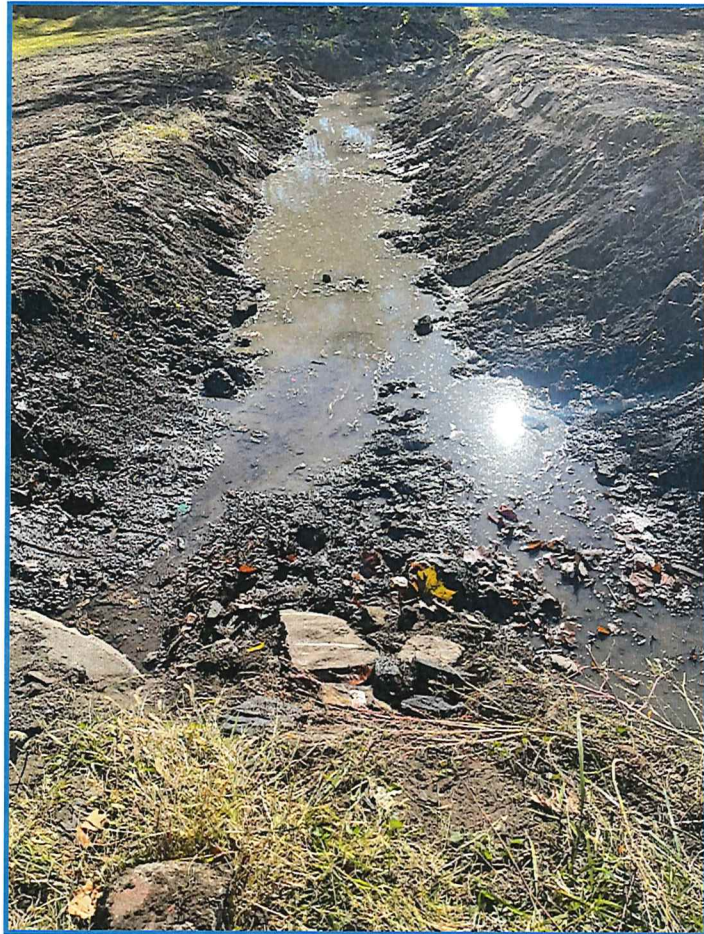
Construction Updates

13 in house repairs

1863 Meadowview, N Rosewood & E Locust, 1525 S Schuyler, Maple & Osborn, Washington & W Charles, S Schuyler, Beckman Park, Pierson Parkway, S Wall St & W Calista, E Merchant & S Warren, 578 W Jeffery St, Indiana & Station St

Beckman Park and Pierson Parkway creeks cleaned out. About 22 inches of debris removed to find the fiberglass bottom. Important maintenance to removed grass and leaf material to minimize nitrogen and phosphorus introduction into the river. Removal of dirt minimizes sedimentation from this waterway.



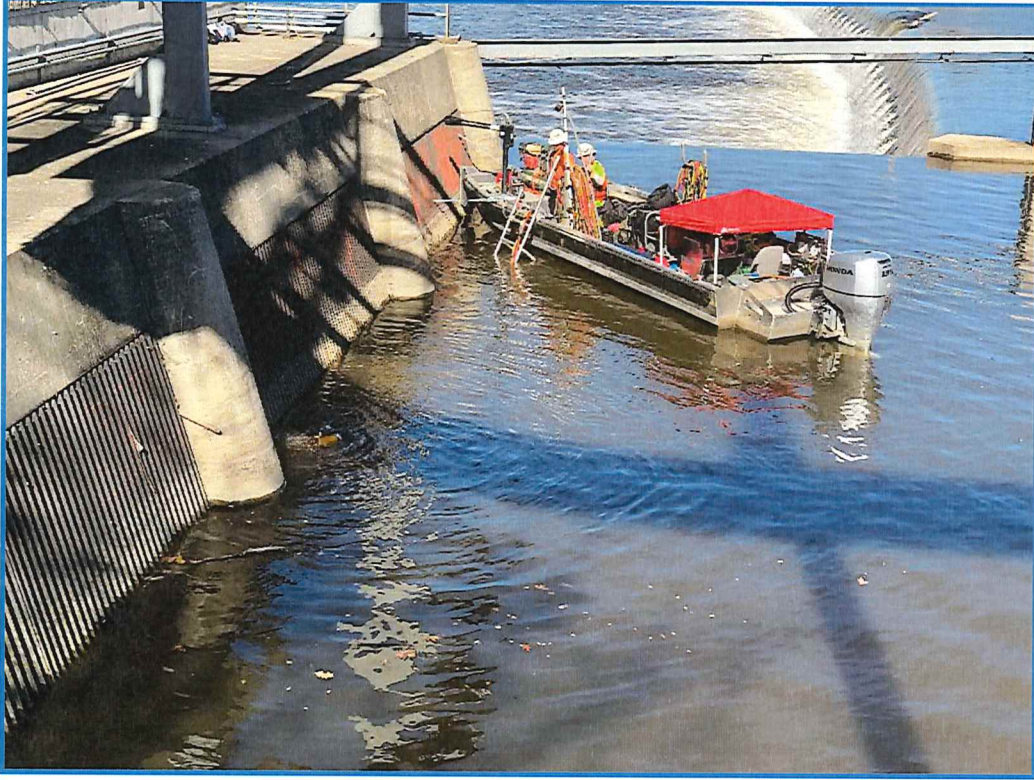


Infrastructure Updates

EIA-923M for October reported to EIA

I and I Cleaning and Televising on going

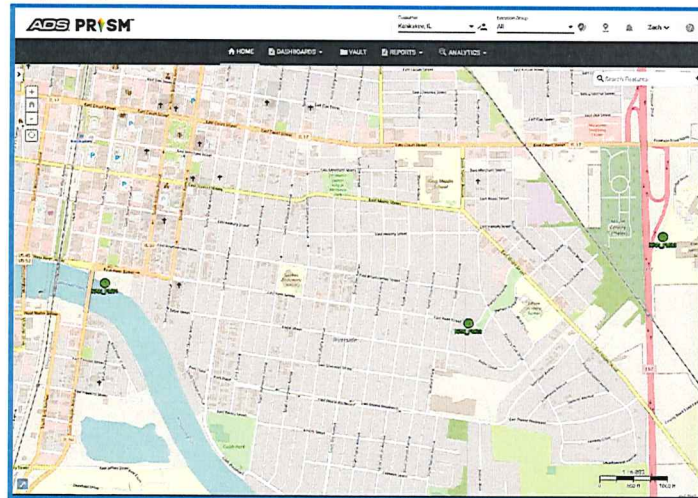
Underwater Dam Inspection – Complete, waiting on final report. Nothing of significant concern initially noted.

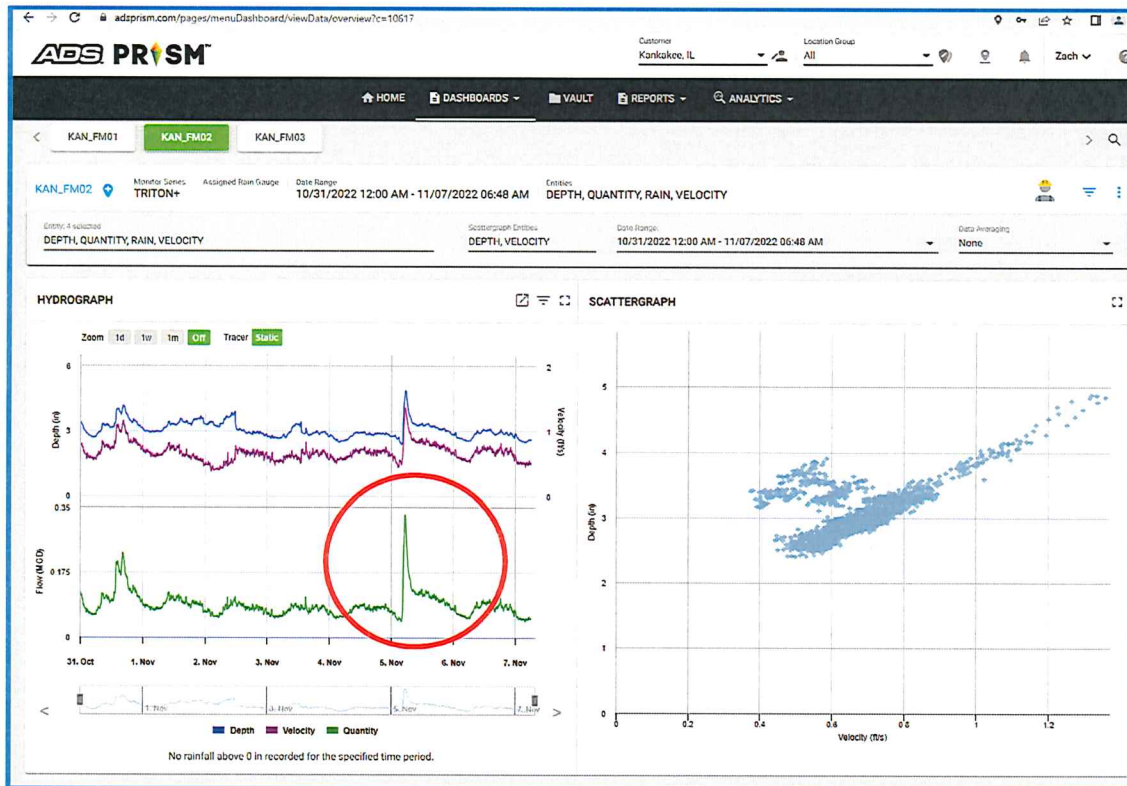
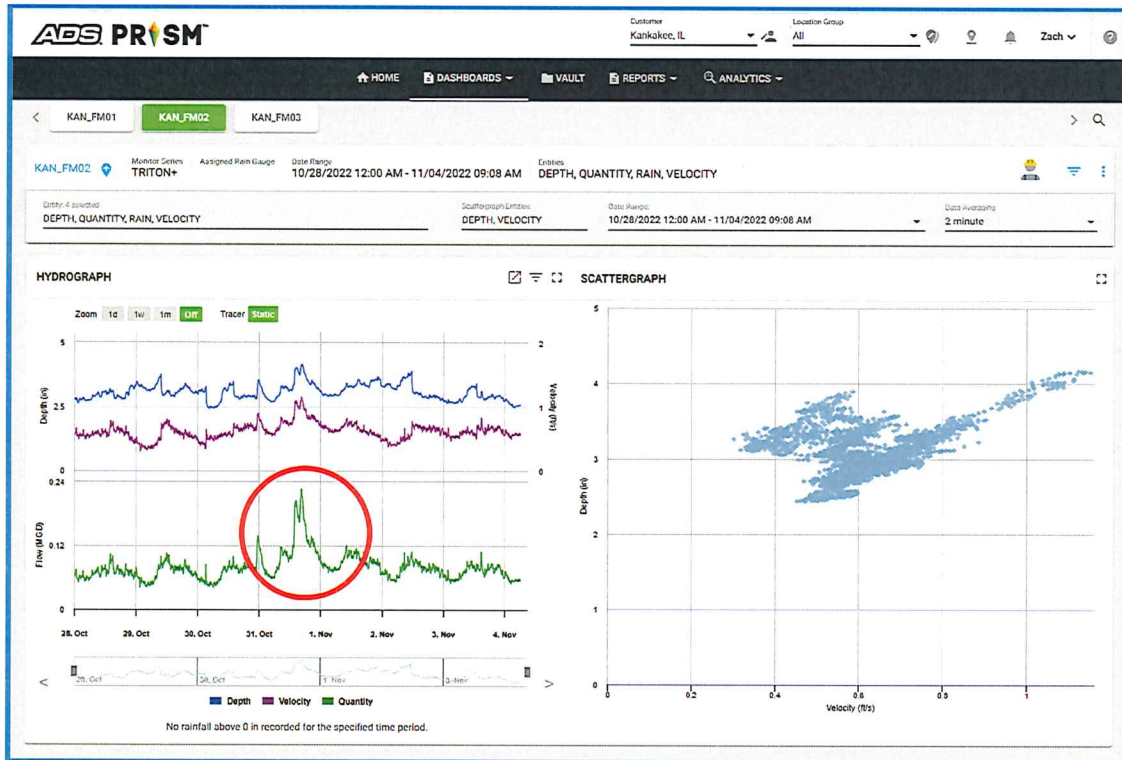


ODSP and DSSMP/DSSMR work ongoing with Hydro Partners

Pre-NOI for FERC relicensing on going with Stantec

Flow Meters monitoring on going



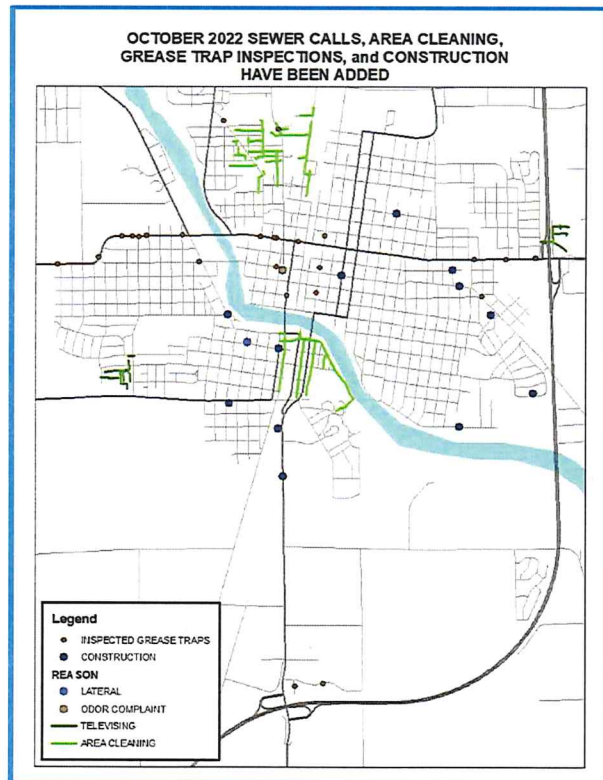


Building Maintenance Update

Depot Fountain winterized
PSB carpets professionally cleaned
Christmas Decorations being staged
Depot Roof work on going
Ruder working on KESU building key card resumed



Geographic Information System Updates



INDUSTRIAL--LAB SERVICES MONTHLY REPORT
October 2022

I. Industrial Services – Pretreatment Program

A. Automatic 24-Hour Composite Sampling:

1. Sherwin Williams - 3 days
2. Kankakee Tank Wash– 3 days
3. Greif Bros– 3 days
4. Crown Beverage – 3 days

B. Monthly random grab samples due to inconsistent compliance with pretreatment and/or City Ordinance limits at:
None for October 2022

C. Miscellaneous

1. Lab management prepared and forwarded the laboratory billing invoice for testing both to KRMA and to the Comptroller's Office.
2. Lab management performed random industrial spot checks throughout the month.
3. Lab management forwarded monthly wastewater reporting for Armstrong Cooling Water to the respective Armstrong personnel, Stelle wastewater reporting to the respective community of Stelle personnel, CHS (Central High School) wastewater reporting to the respective CHS operations personnel, Clifton wastewater reporting to the respective Clifton operations personnel, and Van Drunen wastewater reporting to the respective Van Drunen personnel.
4. Lab management received and reviewed the monthly continued compliance report from Special Waste Disposal for October 2022 (due by end of November). Submission of the monthly report is a permit requirement for SWD.
5. Lab personnel have continued testing on industrial and hauled-in dischargers for total phosphorus through October 2022 (began in October 2020). Per KRMA request, testing will continue and results will be forwarded until further notice.
6. Lab management has kept in regular contact with CSL Behring as they have developed a compliance plan/schedule for both pH adjustment and ammonia treatment. Phase one (permanent pH treatment) commenced on Monday, October 11, 2021. CSL Behring has achieved a more consistent pH as a result of phase one. Phase 2 is in construction.
7. August 2022 (and since late 2018) has continued to see Kensing sending mostly untreated wastewater to the KRMA plant as a result of their complete shutdown of their activated sludge treatment system. Dosing of an odor control agent with assistance from an environmental contractor has commenced in March 2020 and is ongoing. Lab management continues to forward communication from Operations management on H₂S concentrations within the lift station/sewer infrastructure to Kensing as part of their ongoing data collection. There were meetings over the increasing H₂S concentrations in August 2022 and the H₂S concentration has begun to come down to an acceptable level..
8. The Dow (Rohm Haas) Remediation site (located on the south end of BASF property) continues to be shut down through October 2022 and as such there are no pretreatment requirements. In continuing their rebound study, Dow is pursuing a "No Further Action" (NFA) status with Illinois EPA. As such, no

further discharge is planned under this wastewater permit which has not been renewed. Communication has been received by Dow's environmental contractor and NFA has not been granted yet. For this remediation site, Dow is still working through the reporting process and discussion with IL EPA for the NFA. The NFA status is expected to be done no earlier than spring 2023.

9. Partnering with Operations Management, the Lab Group has successfully begun the process of sampling/testing for the City's MS4 (Municipal Separate Storm Sewer System) NPDES permit. There are eight outfalls within or just outside City borders that will be sampled quarterly for a range of parameters including solids, pH, mercury, and oil/grease (total of 11 different analyses). The October MS4 sampling was successfully completed. The next round of testing will begin in March of 2023.
10. The laboratory has begun testing four sample locations for KRMA (upstream and downstream Kankakee River along with Station Street Bridge and Warner Bridge) for total phosphorus starting August and continuing into October 2021. This testing is being performed to assist KRMA with their current NPDES permit with a special condition for a Nutrient Assessment Reduction Plan (NARP). This testing has been concluded for 2022 and will resume in May 2023 at a frequency of once a week.
11. The laboratory has successfully placed the vehicle bid order with Court Street Ford for the Ford F-250 Super Duty 4x4. Production time has increased drastically and the Court Street Ford estimated delivery to dealership is 30 plus weeks. The dealership has ordered a "stock truck" close to the specs we provided in hopes that it will arrive sooner than the other truck.
12. The ICP from Perkin Elmer has been installed and training is underway. There will be a period of time that is required for method development and fine-tuning the instrument.

II. Industrial Monitoring Program (User Charge)

A. For the month of October 2022, the approximate number of samples collected:

210	Scheduled user-charge grab samples
309	Industrial spot checks
9	Oil & Grease samples
<u>0</u>	Continued pretreatment monitoring – grab samples
528	Total for the month (21 days)

B. Wastewater Violation Discharge Notice issued for:

None issued for October 2022

C. User Charge Billing Reports

1. The monthly user charge/pretreatment billing reports were prepared and submitted to the Comptroller's Office for final processing.

2. Flow summaries for the “**Big Two**” Industries for 2022:

2022	Kensing	CSL Behring
	Total Flow	Total Flow
	MG	MG
Month		
Jan-2022	20.055	24.9534
Feb-2022	19.108	23.4542
Mar-2022	19.7457	33.0616
Apr-2022	21.38767	32.2495
May-2022	20.6507	35.7583
Jun-2022	17.2541	34.3234
Jul-2022	18.5813	24.7350
Aug-2022	18.0642	28.8736
Sep-2022	18.5482	27.2266
Oct-2022	17.5853	32.7722
Nov-2022		
Dec-2022		
TOTAL	190.980193	297.4077
Average	19.0980	29.7408

3. Monthly industrial flow/surcharge/pretreatment billing summaries for 2022:

INDUSTRIAL MONTHLY CHARGES			
2022			
	KENSING	CSL/NORTH	ROHM HAAS/DOW
JANUARY			
Flow Charges	\$224,081	\$278,812	\$27,460
Surcharge/Pretreatment	\$22,413	\$19,729	\$17,442
FEBRUARY			
Flow Charges	\$213,496	\$262,061	\$17,844
Surcharge/Pretreatment	\$18,740	\$35,679	\$19,737
MARCH			
Flow Charges	\$219,789	\$369,407	\$15,657
Surcharge/Pretreatment	\$16,209	\$50,183	\$14,319
APRIL			
Flow Charges	\$238,971	\$360,333	\$18,500
Surcharge/Pretreatment	\$27,255	\$46,369	\$16,642
MAY			
Flow Charges	\$246,363	\$426,597	\$20,318
Surcharge/Pretreatment	\$26,661	\$55,112	\$19,107
JUNE			
Flow Charges	\$205,842	\$409,478	\$18,562
Surcharge/Pretreatment	\$17,268	\$47,633	\$15,563
JULY			
Flow Charges	\$221,675	\$295,089	\$23,888
Surcharge/Pretreatment	\$16,117	\$11,800	\$21,821
AUGUST			
Flow Charges	\$215,506	\$344,462	\$21,122
Surcharge/Pretreatment	\$19,043	\$46,138	\$14,704
SEPTEMBER			
Flow Charges	\$221,280	\$324,814	\$18,693
Surcharge/Pretreatment	\$17,573	\$45,868	\$823
OCTOBER			
Flow Charges	\$209,793	\$390,972	\$17,806
Surcharge/Pretreatment	\$18,831	\$49,307	\$14,721
NOVEMBER			
Flow Charges			
Surcharge/Pretreatment			
DECEMBER			
Flow Charges			
Surcharge/Pretreatment			

III. Analytical Services

- A. Lab is running normally with some employee absence.
- B. The DMRQA has been successfully completed

AA Section samples from October 1, 2022 to October 31, 2022.

- Cyanide samples – 18 samples
- Industrial samples – 13 samples / 91 metals
- Hauler samples – 37 samples / 259 metals
- Mercury samples – 53 samples

IV. Administrative Services – Administrative Specialist

- A. Covid 19 Precautions
 - Daily cleaning and disinfecting of office equipment, office area, and lab area
 - Per KRMA guidelines, no visitors are allowed in the building
- B. Continued to archive 2020 - 2021 industrial files – updated files for new fiscal year
- C. Prepared monthly report for Utility packet
- D. Met with Laboratory Services Operations Manager to go over daily agenda
- E. Weekly scanning and entering Laboratory Accounts Payables and forwarded to Comptroller's Office
- F. Liaison between Laboratory Services Operations Manager, industries, and KRMA Assistant Superintendent
- G. Continuation of updating the Industrial Compliance Letters with edits regarding personnel and address change
- H. Provide customer service to phone customers – no walk-ins allowed at this time
- I. Records daily and tallies monthly laboratory user charge data for each industrial user
- J. Administers the UPS shipping process; labeling, documentation for the KESU Lab Department and Technical Services Department.
- K. Prepares the monthly UPS bill for submittal to Laboratory Services Operations Manager and Comptroller's Office
- L. Entered monthly analytical metal results for hauled-in and industries into HACH program
- M. With assistance of Laboratory Services Operations Manager, continuation of archiving, organizing, and maintaining industrial pretreatment files

Submitted by:

Ryan P. McGinnis, Laboratory Services Operations Manager, Kankakee Environmental Services



City of Kankakee, Human Resources Department
Kankakee, Illinois

MEMORANDUM

To: Christopher Curtis
Mayor

From: Carolyn A. Oateswell
Executive Director, Human Resources

Date: October 20, 2022

Subject: **ESU Job Reclassification Proposal – Jeremy Shaul**

Over the past few weeks, I have partnered with Police Administration to review and revise the job function for Jeremy Shaul. As you are aware, Jeremy's initial role was to support and manage PD technical equipment. Over the course of the last year, Jeremy's role has expanded significantly due to assuming responsibility for all PD FOIA's, new technology support and soon management of the Records Department.

Attached, please find a copy of the proposed Job Description to reclassify Jeremy's position from Computer Specialist to Police Records and Technical Services Manager. It is recommended that Jeremy's base salary increase from \$53,800 to \$60,000. This change represents an 11% increase.

Since Jeremy's home cost center is the KESU, it is necessary for you to approve the aforementioned job description and wage change. Please let us know your decision as soon as reasonably possible.

Finally, the HR Department attempted to survey the redesigned position so that we could recommend a competitive salary, based on market conditions. Unfortunately, we were unable to find a comparable job match.

Cc: R. Passwater, C. Kidwell



City of Kankakee

JOB DESCRIPTION

Position Title:	Police Records & Technical Services Manager	FLSA:	Exempt
Dept/CC:	Police Department/Environmental Services Utility	Reports to:	Deputy Chief of Police/Superintendent ESU
Original Date:	August 2021	Revised Date:	October 2022
Job Code:		Grade:	

JOB SUMMARY:

Serves as the primary contact for the Police Records and Technical Services Divisions. Serve as the primary contact for specific software vendors. Performs technical evaluations, installation, maintenance, system administration and support for a variety of Police department computer systems. Independently performs professional-level systems administration and consultative support. Provides leadership in researching and identifying appropriate technology solutions for multiple software applications. Develops detailed requirements, analysis and recommendations on potential software acquisitions. Implements, configures, and maintains major Police-specific systems. Collaborates with network operations to implement solutions for new technology. Performs other related duties as assigned by the Chief of Police and/or Deputy Chief of Police

ESSENTIAL FUNCTIONS FOR THE RECORDS DIVISION SUPERVISOR:

- Supervision of the Record Clerks for the Police Department
 - Approve/Monitor payroll sheets and benefit time for the Paycor System
 - Delegate project assignments and/or daily work duties to the Records Clerks
 - Oversee the Daily Operations for the Records Division
 - Monitor the Daily Processing of any manual or electronic data submitted in either written or electronic form by the department.
- Serve as the Police Departments FOIA Compliance Officer
- Serve as the New World Database Systems Administrator
- Serve as a FOID Card Revocation Program Administrator
 - Maintain the ISP FOID Database for the Police Department
 - Assist in overseeing the Program for the Department
- Maintain All Federal & State Mandated Crime Reporting for the Department
 - Unified Crime Reporting (UCR's)
 - NIBRS Crime Reporting
 - IDOT Pedestrian & Traffic Racial Profiling Data
 - Mental Health Case Reporting
 - Use of Force Reporting
 - Cleary Act Crime Reporting (KCC Campuses)

- Maintain Monthly Crime Stats Reports for the Department
 - Admin
 - Investigations
 - Patrol
 - City Council
- Assist the LEADS Agency Coordinator (LAC) as a LEADS System Delegate
- Maintain All Police Records Retentions and Expungements
- Training of Police Department staff covering
 - Records Database Programs and Processes
- Assist when needed in Records Dept

ESSENTIAL FUNCTIONS FOR THE TECHNICAL SERVICES DIVISION:

- Responsible for all support and maintenance of all Police Department specific computer/radio systems, programs and applications that impact critical department operations, functions and services. Performs overall application system administration activities for the Police Department, such as development, installation, upgrades, modifications and data integrity.
- Incorporates and develops department workflow processes as technology and CJIS policies change for Police specific systems.
- Maintains a close working relationship with vendors to identify and solve problems with software systems. Troubleshoots problems, makes corrective changes to existing configurations through consultation with vendor.
- Serves as Law Enforcement subject matter expert working directly with vendor programmers on customizing the Police Department Systems.
- Manages assigned projects; evaluates system requirements; researches and develops information technology system solutions.
- Monitors and maintains the security of Police Department software systems in compliance with Police Department Policies, Criminal Justice Information System (CJIS) requirements and City standards.
- Provides training to employees on features and capabilities of police department IT hardware and software; assists employees with utilizing application software to meet their needs.
- Analyzes on-going problems with systems and/or software to determine and carry out corrective action to address problems
- Stays current with developments and changes in the computer and related hardware and applications software industry. Reviews and tests new hardware and software applications for potential use by the Police Department
- Serves as main point of contact and coordinates with the City's Information Technology Services Department in planning, designing and implementing application databases, maintaining security and user access.
- Serve as the Getac (Body & Squad Car Camera's) Program Administrator
 - Maintain the Camera Equipment & Systems
 - Video Retentions
- Serve as the Arbitrator (Old Squad Car Camera's) Program Administrator
 - Maintain the Camera Equipment & Systems
 - Video Retentions
- Serve as a Sky Watch & Net Vision (Portable Camera Systems) Camera Administrator
- Serve as the Verkada (POD Camera) Program Administrator

- Serve as a Flock (Plate Reader Camera) Administrator
- Serve as a Shot Spotter Administrator
- Maintain all Portable and Mobile Radio Inventories, Radio updates, Squad Car Computers, and Equipment Repairs etc.
- Maintain and Obtain New Technology for better serving the Department.
- Assist the Department Fleet Officer with any Vehicle Maintenance issues
 - Vehicle equipment installs
 - Vehicle shuttling for repairs
- Training of Police Department staff covering
 - Body/Squad Car Camera systems
 - Verkada Camera System
 - New World Applications
 - FLOCK Systems

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Knowledge and familiarity with design, development, and maintenance of police department applications and systems.
- Setup and configuration of computer hardware, software and peripherals.
- Strong knowledge of the Microsoft Windows operating systems. Considerable knowledge of police software applications. Responsible for maintaining and updating the in-car video system
- Responsible for maintaining and updating body-camera system
- Must be able to be LEADS certified
- Responsible for Expungements of records
- Be able to create and produce data analysis/reports with the New World and excel
- Work with IDOT on merging Traffic Accident reports
- Maintain/update and troubleshoot police radio issues
- Serves as liaison with Verizon Cell Services
- Responsible for reporting UCR/NIBRS and other data to Federal/State Agencies
- Create crime data reports

EDUCATION AND EXPERIENCE

Baccalaureate degree in computer science, information systems management, business computer programming, mathematics or law enforcement related field and: – Two (2) years of experience supporting desktop computer software and hardware in a multi-site network for a business or municipal environment.

OR

An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered. And a minimum of 2- years of experience in providing technical support and administration for major software systems in a complex environment. Preferred systems may include Police RMS, Mobile technology, Sector, On Line Reporting, ALPR systems, Polygraph system, Body Worn Camera system, 911 Systems Administration, Computer Aided Dispatch (CAD) or GIS mapping.

Approvals:

Department Director: _____ Date: _____

Human Resources: _____ Date: _____



City of Kankakee

Environmental Services Utility Employee Handbook 2022-2023

City of Kankakee
Kankakee Environmental Services Utility

**EXEMPT
EMPLOYEE BENEFIT HANDBOOK 2022-2023**

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SECTION 1.000 - GENERAL

1.100 APPLICABILITY

The benefits as described herein apply only to existing full time hourly exempt and salaried exempt employees of the Kankakee Environmental Services Utility ("Utility").

1.300 PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN

All prospective full time employees of the Utility must submit to a pre-employment physical and drug screen in accordance with City ordinances #90-63 and #90-62 respectively. Only those who satisfactorily complete this requirement can be hired.

1.400 ALCOHOL AND DRUG POLICY

All Utility employees are subject to the Alcohol and Drug Policy established by City Ordinance #99-1.

1.500 EMPLOYEE RESIDENCY

1.501 Residency within the City of Kankakee is not a condition of new employment.

1.502 RESIDENCY INCENTIVE

The City of Kankakee will provide one-time down payment assistance in the amount of \$2,500 to any Employee who currently does not own a residence in the City of Kankakee and who purchases and resides in a residence located within the boundaries of the City of Kankakee and who resides in said residence for a period of five years. In the event that the employee moves his residence from the purchased residence, the employee shall refund 100% of the down payment assistance if he/she moves to a residence outside the boundaries of the City of Kankakee during the first two years after the purchase and will re-pay 75% if he/she moves from the residence in third year, 50% if he/she moves in the fourth year and 25% if he/she move the fifth year.

Exempt employees who live in the City of Kankakee shall receive a \$500 pro-ratable annual stipend after the member resides in the City for a period of one year. Said stipend shall be a separate stipend and not added to base pay.

1.600 OTHER

1.601

1.602 .

SECTION 2.000 – BENEFITS

2.100 VACATION ALLOWANCE

No vacation allowance will be allowed until an employee of the Utility has earned such vacation credit in accordance with the following provisions:

2.101 Any full-time employee of the Environmental Services Utility for less than seven (7) years shall accrue vacation time at the rate of 3.08 hours bi-weekly, for a total of 80 hours per year; any full-time employee of the Environmental Services Utility for seven (7) years but less than twelve (12) years shall accrue vacation time at the rate of 4.62 hours bi-weekly, for a total of 120 hours per year; any full-time employee of the Environmental Services Utility for twelve (12) years but less than twenty (20) years shall accrue vacation time at the rate of 6.15 hours bi-weekly, for a total of 160 hours per year; any full-time employee of the Environmental Services Utility for twenty (20) years or more shall accrue vacation time at the rate of 7.69 hours bi-weekly, for a total of 200 hours

2.102 Requests for vacation time must be made to employee's supervisor on a Leave Request form at least one (1) week before the requested vacation time. In all cases the Superintendent shall have the right to exercise discretion in the approval of all vacation requests. This provision shall in no way interfere with the right of an employee to take his vacation during any other time of the year that he may request, providing that it meets with the approval of the Superintendent.

2.103 All earned vacation time must be taken within one (1) year of the time it is earned unless an employee is directed otherwise or such a carryover is requested in writing and is approved by the Superintendent. In such cases, vacation credit may be carried over for a limited time period.

2.104 Any employee whose employment is terminated for any reason shall be paid for all accrued, unused vacation time to the date of termination. This compensation shall be paid at the time the employee receives final pay from the Utility.

2.105 When an authorized holiday falls within an employee's vacation period, he shall be compensated in time for this day at a later date with the approval of their

Supervisor.

2.106 Vacation time shall be taken in periods of not less than four (4) hours.

2.200 HOLIDAYS AND PERSONAL LEAVE

2.201 Paid holidays shall be granted to all Utility employees covered by Agreement as prescribed annually by the Kankakee City Council as follows:

New Year's Day
Martin Luther King Day
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day following Thanksgiving Day
Christmas Eve Day
Christmas Day

2.202 The City shall grant three (3) days paid leave annually on May 1st of each year for an employee to transact personal business. Personal leave must be approved by the employee's supervisor. Unused personal days at the end of the fiscal year (April 30th) may not be carried over into the following fiscal year.

2.300 SICK TIME ALLOWANCE

All sick leave must be earned before any employee may draw upon this privilege. Sick leave must be used only in cases where the employee is unable to report to or remain at work because of sickness.

2.301 Sick leave credit shall commence after the first month of employment and shall continue to accumulate at the rate of one (1) day for each month of service. No employee will be eligible for sick leave with pay until the first full calendar month

of his employment is completed. Employees hired as part-time will not be eligible for sick leave pay. Maximum accumulation of sick leave is 120 days.

2.302 All unused sick days at the end of each fiscal year in excess of employees maximum cap shall be paid to the employee at the rate of one day for every one day earned, provided that the employee has not used any sick time for the full 12 months during the previous year. If sick time was used, within the previous year, sick days at the end of each fiscal year in excess of employee's maximum cap shall be paid to the employee at the rate of one day for every one day earned. The rate of pay for the excess hours shall be paid at the employee's hourly rate as of April 30th of that year.

2.303 Sick leave and vacation leave will continue to accumulate during the period that an employee is off due to sickness or due to occupational injury or illness. Sick leave and vacation leave will not be accumulated during a leave of absence or while on ordinary or non-occupational illness or injury related disability.

2.304 Employees should notify their immediate supervisor not later than one-half hour after starting time of their inability to report. If an employee has been absent for three (3) working days due to sickness, the employee may be required to provide a Doctor's Certificate to verify the illness and to certify that they are fit for duty.

2.305 Where sick leave exceeds the maximum allowable under these rules, the excess will be charged to vacation leave. In no case shall accumulated sick leave be used for vacation leave.

2.306 No employee will be permitted to use any accumulated sick leave immediately prior to retirement except for actual illness at that time. After termination of employment with the Utility the employee will be paid for unused accumulated sick time. Maximum accumulation of sick leave is 120 days.

2.307 Employees proven to be abusing sick leave privileges may be suspended up to ten (10) working days without pay by the Superintendent. If an employee is suspended for such cause on two separate occasions, employees may be discharged.

2.308 Planned sick leave is to be taken in increments of four (4) hours or more.

2.309 After termination of employment with the Utility the employee will be paid for unused accumulated sick time.

2.400 FUNERAL LEAVE

Funeral leave up to three (3) calendar days shall be given to an employee in the case of death in the immediate family (father, mother, spouse, child, sister, brother, mother-in-law, father-in-law, grandchildren, brother-in-law, sister-in-law, grandparents, grandparents-in-law, step-children, aunts, uncles, aunts-in-law, uncles-in-law and legal guardians and step-parents). This leave may be extended on a day-to-day basis at the discretion of the Superintendent. Funeral leave shall not be deducted from sick time allowance or vacation.

2.500 INSURANCE

All full-time employees of the Utility shall be eligible for coverage in the City's group insurance plan and participation in the City's Section "125" cafeteria plan, subject to a ninety (90) day waiting period after employment. The group insurance plan shall include life insurance and medical care benefits for qualified dependents. The Utility shall pay for eighty percent (80%) of the premium for eligible employee and dependents. Each employee shall pay twenty percent (20%) of the premium for insurance.

The Utility shall pay 80% of the health insurance premium for any employee and dependents, immediately following the employee's termination of employment resulting from employee's declared intent to retire from the Utility/City, prior to age 65, according to the following schedule (or employee's age 65, whichever comes first).

- 15 years uninterrupted employment with City: for 1 year
- 17 years uninterrupted employment with City: for 2 years
- 20 years uninterrupted employment with City: for 3 years

The retired employee must be fully vested in IMRF and remain eligible to draw a retirement benefit from IMRF for the duration. The retired employee shall pay twenty percent (20%) of the premium for insurance directly to the City.

2.501 An employee injured in the line of duty or who incurs an illness arising out of and in the course of employment shall receive benefits as specified in the Illinois Workmen's Compensation Law or the Illinois Occupational Diseases as amended. If because of such injury or illness an employee is unable to return to work at the expiration of the maximum period of entitlement under the Illinois Workmen's Compensation Law or the Illinois Occupation Law as amended, they may at their option use all accumulated or bank sick leave and vacation credits before being removed from the payroll and/or before being transferred to disability benefits available under the pension or retirement plan or plans having application.

2.600 PENSION

All full-time employees of Utility are and shall remain covered by the pension plans of the Illinois Municipal Retirement Fund and the Social Security Administration.

2.700 EMPLOYEE ASSISTANCE PROGRAM (EAP)

All full-time Utility employees and their immediate family members may utilize the "Employee Assistance Program" services established by City Ordinance #90-61.

2.800 FAMILY MEDICAL LEAVE ACT

All qualified Utility employees are entitled to Family Medical Leave Act benefits in accordance with the policy set forth in Executive Order No. 94-1.

Policy Statement:

1. All qualified Utility employees are entitled to 12 weeks per year of Family and Medical Leave in accordance with the Family and Medical Leave Act (FMLA).
2. The annual twelve (12) week leave period will be without pay, subject to the following:
Any then accrued sick time available to the employee must be utilized concurrently and consecutively beginning with the first workday of the family leave utilized, and each and every consecutive workday thereafter for leave requested and taken under FMLA. Any time, other than vacation, taken prior to a request for family leave, will be charged against the annual family leave available for the year in question. The employee will receive compensation in accordance with Utility policy and/or union contracts for such accrued time used during any FMLA taken.
3. The Utility will continue the employee's coverage under the City's group medical insurance plan during the leave period; however, any employee contribution to coverage will be the employee's responsibility.
4. When on unpaid leave, any payroll deductions for other insurance, credit union, IMRF contributions, dues etc., are the employee's responsibility.
5. Vacation and sick time will not accrue during periods of unpaid leave.
6. Employees may qualify for IMRF "temporary disability benefits" during their leave period. It is the employee's responsibility to submit the proper documentation to IMRF to apply for this benefit.

2.900 AMBULANCE SERVICE

Employees or dependents who reside within the City of Kankakee shall be entitled to the use of the paramedic services of the City of Kankakee from any location within the City of Kankakee at no charge to said employee or dependent, provided, however, that the employee shall seek reimbursement from his group insurance coverage where applicable for ambulance service and shall assign the benefits thereof to the City of Kankakee. Failure to so assign the benefits of said group insurance shall cause a forfeiture of the benefits conferred hereunder and the employee and his dependent, as the case may be, shall be liable for the reasonable value of the service rendered by the City of Kankakee.

SECTION 3.000 - COMPENSATION

All compensation will be in accordance with the salary schedules and job titles established from time to time by the Superintendent. Compensation adjustments will be based on the established program and approved by the Superintendent.

3.100 OVERTIME

3.101 The work week for hourly exempt employees shall be defined by their Supervisor and/or the Superintendent. Hourly exempt employees shall be compensated at one and one-half times their hourly rate for all authorized or scheduled hours of work in excess of forty (40) hours per work week or eight (8) hours per day. This is subject to agreed upon alternatives.

Vacation time, holidays, sick time, funeral leave, suspension, leave of absence, and workman's compensation injuries shall be excluded from hours worked for the purpose of overtime pay calculation.

SECTION 4.000 - MISCELLANEOUS

4.100 TRAVEL EXPENSES

Travel expenses for all employees' attendance at meetings, seminars, training and conferences are reimbursable subject to the following guidelines:

1. Travel must be authorized by the employee's Supervisor and/or the Superintendent.
2. Approved expenses include: meals, car rental, taxi, limo, parking, tolls, registration, lodging, airfare (coach accommodations).

3. An available Utility vehicle is to be used for travel. If unavailable, personal car mileage at the current Internal Revenue Service rate is allowed.
4. All expenses must be accompanied by receipt to be reimbursable and an expense report must be filled out.
5. Advance payment of estimated expenses may be arranged.

4.200 TUITION REIMBURSEMENT

Employees are encouraged to continue their education and training so as to enhance their job performance and improve the overall effectiveness of the Utility in completion of its duties.

To this end, employees may request reimbursement of tuition, registration fees, books and supplies which are needed and are defined as such in the course syllabus for educational and training courses taken.

Eligibility for reimbursement is subject to the following conditions:

1. The employee must request approval from the Superintendent for reimbursement prior to enrollment in the course or program.
2. Evidence of successful course completion (a passing grade of "C" or better) and a receipt for the course fee and proof of required books and supplies must be presented prior to reimbursement.
3. A maximum reimbursement of \$900.00 per fiscal year per employee shall be allowed, but an employee may accumulate two years reimbursement for use during the second of the said two years.

4.300 VEHICLE USE

The Utility will acquire and maintain various vehicles as necessary to perform its function. In order to allow for more efficient and effective performance of duties by Utility staff, certain vehicles will be assigned to individual employees from time to time. Use of these vehicles is subject to the following conditions:

1. Utility vehicles are to be operated only by properly licensed Utility employees.
2. Utility vehicles are to be used solely for the performance of Utility business. Use of the vehicles for personal business is not authorized.
3. Utility vehicles should be used whenever possible when traveling on Utility business out of town.

4. Fuel for vehicles should be obtained from the City pumps at Environmental Services – Public Works division or with Utility credit cards when out of town. Use of cash or personal gas credit cards should be avoided.

4.400 NEPOTISM

The Utility will not employ more than one member of a family in a full time position. For purposes of this policy, "family" is defined as husband or wife, parent or grandparent, brother or sister, or child of an employee, or any such relatives of an employee's present spouse.

This policy does not apply with regard to temporary employment of students and "summer help".

4.500 EEOC/AA

Implementation of any and all of the provisions of this handbook will be subject to and consonant with all federal and/or state law or agency requirements with respect to equal employment opportunity, discrimination, affirmative action and related matters.

4.600 EXEMPT EMPLOYEE COMPLAINT PROCEDURES

The purpose of these procedures is to provide guidance to the Exempt Employees of the Utility regarding the proper sequence to follow to resolve complaints they may have. It must be understood that any complaints presented under these procedures must be clearly "work related" and significant in nature. As a result, both management and the exempt personnel are obligated to give all issues raised due consideration in a timely, meaningful response.

1. Generally, each employee has the right and obligation to make the specific details of any complaint known to their immediate supervisor. The supervisor should then either take appropriate corrective action to resolve the issue and/or provide an explanation to the employee.
2. If the complaint is not adequately resolved as described above, the details should be put in writing and submitted to the Superintendent for consideration. A meeting will then be held between the employee, immediate supervisor, Superintendent and Human Resources.

Note:

In specific cases such as theft, improper conduct, harassment, etc. involving the immediate supervisor, the employee should contact the Superintendent.

LIST OF JOB TITLES CLASSIFIED AS EXEMPT EMPLOYEES

HOURLY:

TITLE

ADMINISTRATIVE SPECIALIST

~~COMPUTER SPECIALIST (Police Department)~~ Reclassify – see proposal

SALARIED:

TITLE

ASSISTANT COMPTROLLER

HUMAN RESOURCES SPECIALIST

UTILITY / GIS OPERATIONS MANAGER

LABORATORY OPERATIONS MANAGER

PUBLIC WORKS OPERATIONS MANAGER

PUBLIC WORKS SENIOR OPERATIONS MANAGER

SERVICE DIRECTOR

NETWORK ADMINISTRATOR/COMPUTER SPECIALIST

TECHNICAL SERVICES OPERATIONS MANAGER

POLICE RECORDS & TECHNICAL SERVICES MANAGER

SUPERVISORY:

TITLE

SUPERINTENDENT

ASSISTANT SUPERINTENDENT

Note: The contents of this handbook are not applicable to ESU staff whose employment is governed by an "Employment Agreement" approved by the Mayor.

CITY OF KANKAKEE

RESOLUTION NO. 2021- 36

RESOLUTION OF THE CITY OF KANKAKEE

**RESOLUTION AUTHORIZING THE PURCHASE OF ONE (1) 2022 FORD
F250 SPECIAL ORDER 4X4 CREW CAB 160" WHEELBASE AND THE
NECESSARY UTILITY BODY EQUIPMENT FROM COURT STREET
FORD**

**ADOPTED BY THE
CITY COUNCIL OF THE
CITY OF KANKAKEE
THIS 4TH DAY OF OCTOBER, 2021**

**Published in pamphlet form by authority
of the City Council of the City of Kankakee,
Kankakee County, Illinois, this 4th day of October, 2021**

RESOLUTION NO. 2021-36

RESOLUTION OF THE CITY OF KANKAKEE

**AUTHORIZING THE PURCHASE OF ONE (1) 2022 FORD F250 SPECIAL ORDER
4X4 CREW CAB 160" WHEELBASE AND THE NECESSARY UTILITY BODY
EQUIPMENT FROM COURT STREET FORD**

WHEREAS, the City of Kankakee (the "City") is an Illinois home rule municipality duly formed and incorporated in accordance with the Constitution and laws of the State of Illinois; and

WHEREAS, pursuant to Section 2-3-8 of the Illinois Municipal Code (65 ILCS 5/2-3-8), the City Council is authorized to enter into contracts on behalf of the City for any legitimate corporate purpose; and

WHEREAS, the City has determined that it is necessary, expedient, and in the best interests of the City and its citizens to purchase a new sampling vehicle for use by the Environmental Services Utility Department (the "Department") lab and industrial services; and

WHEREAS, the City previously obtained two bids for the purchase of one (1) Main Sampling Vehicle and necessary equipment for use by the Department; and

WHEREAS, the City received a bid from Hove Buick GMC, 1380 N Kinzie Ave, Bourbonnais, IL 60914, for a 2022 GMC Sierra 2500HD 4WD Crew Cab 159" Pro and the necessary utility body equipment (the "GMC Vehicle") for fifty-one thousand one hundred forty-four (00/100) dollars (\$51,144.00); and

WHEREAS, the City received a bid from Court Street Ford, 558 William R Latham Senior Dr, Bourbonnais, IL 60914, for a 2022 Ford F250 Special Order 4x4 Crew Cab 160" wheelbase and the necessary utility body equipment (the "Ford Vehicle") for fifty-one thousand one hundred thirty-six (00/100) dollars (\$51,136.00); and

WHEREAS, on September 13, 2021, the Environmental Services Utility Committee voted on and approved the purchase of the GMC Vehicle from Hove Buick GMC; and

WHEREAS, subsequent to the September 13, 2021 Environmental Services Utility Committee meeting, the City became aware the GMC vehicle is no longer available to purchase; and

WHEREAS, the City desires to purchase the Ford Vehicle from Court Street Ford; and

WHEREAS, the City Council has determined that it is in the best interests of the City and its citizens to authorize and approve the purchase of the Ford Vehicle from Court Street Ford at the price stated above.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KANKAKEE, KANKAKEE COUNTY, ILLINOIS, PURSUANT TO ITS STATUTORY AND HOME RULE AUTHORITY, AS FOLLOWS:

Section 1: The City Council hereby finds that all of the recitals contained in the preamble to this Resolution are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

Section 2: The City Council hereby authorizes and directs the Manager of the Department of Public Works to purchase one (1) 2022 Ford F250 Special Order 4x4 Crew Cab 160" wheelbase and the necessary utility body equipment from Court Street Ford, provided that the total price shall not exceed fifty-one thousand one hundred thirty-six (00/100) dollars (\$51,136.00). The Manager of the Department of Public Works is further authorized and directed to take any action and sign any document necessary to accomplish the purchase of the Vehicle, as authorized by this Resolution.

Section 3: In the event that any provision or provisions, portion or portions, or clause or clauses of this Resolution shall be declared to be invalid or unenforceable by a Court of competent jurisdiction, such adjudication shall in no way affect or impair the validity or enforceability of any of the remaining provisions, portions, or clauses of this Resolution that may be given effect without such invalid or unenforceable provision or provisions, portion or portions, or clause or clauses.

Section 4: All ordinances, resolutions, motions, or parts thereof, conflicting with any of the provisions of this Resolution, are hereby repealed to the extent of the conflict.

Section 5: The City Clerk is hereby directed to publish this Resolution in pamphlet form.


Section 6: This Resolution shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

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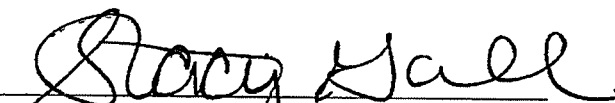
ADOPTED by the Mayor and City Council of the City of Kankakee, Kankakee County, Illinois this 4th day of October, 2021, pursuant to a roll call vote, as follows:

	YES	NO	ABSENT	PRESENT
PRUDE	X			
MALONE-MARSHALL	X			
O'BRIEN	X			
BARON	X			
CRAWFORD	X			
OSENGA	X			
SWANSON			X	
MARCZAK	X			
NEVAREZ	X			
LEWIS	X			
JOHNSON	X			
COBBS	X			
BROWN	X			
JONES	X			
MAYOR CURTIS				
TOTAL	13	0	1	

APPROVED by the Mayor of the City of Kankakee, Kankakee County, Illinois on this 4th day of October, 2021.


CHRISTOPHER W. CURTIS, Mayor

ATTEST:


Stacy Gall, City Clerk



Quote for City of Kankakee

2022 Ford F250 Special Order
4x4 Crew Cab 160" wheelbase(6.75 foot bed)
6.2 Liter Gas V8
A/T Tires
Running Boards
Power Windows Power Locks
Cruise
Privacy Glass
40/20/40 Vinyl Seats
Roof Clearance Lights
Sync 3 (bluetooth)
STX Appearance Pkg (Bright Grille, cast aluminum 18" wheels)

MSRP \$53265

Discount \$10714

City Price \$42551

Price includes municipal plates and all fees.(City to provide Tax Exempt Letter)

Jon Strand

Court Street Ford

558 Latham Dr

Bourbonnais, IL 60914

(815) 939-9600 ext 1234

jonstrand@courtstreetford.com

www.courtstreetford.com

Court Street Ford Purchase Order for City of Kankakee Environmental Services Utility

2022 Ford F250 Replacement Order		
4x4 Crew Cab - Includes Municipal Plates and Title Fees		\$53,265
Dealer Fleet Discount		-\$10,714
Kankakee Truck Equipment Body		\$12,054
Front/Rear LED Lights, Bed Liner & Backup Alarm		\$1,795
	TOTAL	\$56,400

**Inside Software Product Specialist
North American Partner Software
737-231-0582**

phillip_reavis@dell.com

Quote # EA7224284 07152022

Exp:11/30/2022

Quote

Customer : City of Kankakee

Contact : Jason W Billings

Contact Email : jwbillings@citykankakee-il.gov

Date: 11/15/2022

Quote Description : Renewal

Customer Number: 8497947

Microsoft EA : Renewal

Contract Code : C000000765005 / CMT1176800

Product Description	Part Number	Quantity	Year	Yearly Price	Ext. Price
Core CAL ALng SA Platform UCAL Win Enterprise Device ALng SA Platform Office Professional Plus ALng SA Platform Win Server Standard Core ALng SA 2L Win Server DC Core ALng SA 2L	W06-01072	150	1	\$44.09	\$6,613.50
	KV3-00353	150	1	\$44.09	\$6,613.50
	269-12442	150	1	\$99.20	\$14,880.00
	9EM-00270	40	1	\$18.11	\$724.40
	9EA-00278	24	1	\$113.38	\$2,721.12
				Year 1	\$31,552.52
				Year 2	\$31,552.52
				Year 3	\$31,552.52
			Tax	0.00%	\$0.00
Grand Total					\$94,657.56

Quote Prepared By: Phillip Reavis

Quote Prepared By: Phillip Reavis

1) Sales/use tax is based on the "ship to" address on your invoice. Please indicate your taxability status on your purchase order. If exempt, Customer must have an Exemption Certificate on file.

2) If you have a question re: your tax status, please contact your Dell Software sales representative listed above.

Shipments to California: for certain products, a State Environmental Fee of up to \$10 per item may be applied to

invoice. Prices do not reflect this fee unless noted. For more information, refer to www.dell.com/environmentalfee.

3) Customer's purchase is subject to Dell's Terms and Conditions of Sale found at www.dell.com, unless Customer has a separate purchase agreement.

at www.dell.com, unless customer has a separate purchase agreement with Dell.

4) All product descriptions and prices are based on latest information available

and are subject to change without notice or obligation.

5) All prices are based on Net 30 Terms. If not shown, shipping, handling, taxes, and other fees will be added at the time of order, where applicable.5) All prices are based on Net 30 Terms. If not shown, shipping, handling, taxes, and other fees will be added at the time of order, where applicable.

6) Customer understands and acknowledges that all warranties, representations and returns are subject to the manufacturer, publisher or distributor guidelines.